

Access to the City Of Chula Vista FTP Site Title Block and Notes

In order to login to the City Of Chula Vista's FTP Site to download Title Block and Notes through the internet in a .dwg format please do the following

1. Type in [ftp.chulavistaca.gov](ftp://chulavistaca.gov) into the Address Bar in your Windows Explorer or Internet Explorer.
2. You will be prompted with username and password. Please use the username and password provided below. The User Name and Password **are case sensitive**.

User Name: **File_Downloads**

Password: **9#jCg-?8**

3. Once into the FTP Site, please open the folder for the type of drawing you need. The title blocks and notes available for:
 - a. Grading plans
 - b. Improvement plans
4. If you are having difficulty with accessing the website please try the information on the following pages.

Help with <ftp://ftp.chulavistaca.gov> connections

The City of Chula Vista's FTP site requires the use of what are known as "active" FTP connections. If you are having trouble connecting to our FTP site you may have to change your browser or FTP client settings.

Browser-based FTP setup

Internet Explorer 6.0

1. Start Internet Explorer.
2. Click **Internet Options** on the **Tools** menu.
3. Click the **Advanced** tab.
4. Click **Enable Folder View for FTP sites**.
5. Enter the URL <ftp://ftp.chulavistaca.gov> and click on the Go button or press Enter.
6. You will be prompted for a username and password. Enter the credentials provided to you.
7. For more information, see <http://support.microsoft.com/kb/309816>

Internet Explorer 7

1. Start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **Advanced** tab.
4. Under **Browsing**, click the **Enable folder view for FTP sites** check box.
5. Click to **uncheck** the **Use Passive FTP (for firewall and DSL modem compatibility)** check box.
6. Click **OK**.
7. Enter the URL <ftp://ftp.chulavistaca.gov> and click on the Go button or press Enter.
8. You will be prompted for a username and password. Enter the credentials provided to you.
9. *Note:*
 - a. Your company's firewall may require you to the formulate the URL in this manner: <ftp://<username>:<password>@ftp.chulavistaca.gov> .
 - b. For more information, see <http://support.microsoft.com/kb/323446>
10. If none of these work, try using Windows Explorer:
 - a. Open **Windows** Explorer.
 - b. In the Address bar at the top, enter the URL <ftp://ftp.chulavistaca.gov> and click on the Go button or press Enter.
 - c. You will be prompted for a username and password. Enter the credentials provided to you.

Internet Explorer 8

1. Start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **Advanced** tab.
4. Click to **uncheck** the **Use Passive FTP (for firewall and DSL modem compatibility)** check box.
5. Click **OK**.
6. Close Internet Explorer.
7. Open **Windows** Explorer.
8. In the Address bar at the top, enter the URL <ftp://ftp.chulavistaca.gov> and click on the Go button or press Enter.
9. You will be prompted for a username and password. Enter the credentials provided to you.

Firefox

1. Mozilla recommends using FireFTP. See <http://fireftp.mozdev.org/help.html>
2. Once installed, open FireFTP.
3. Create a new account or edit an existing one by clicking 'Edit'.
4. In the Account Manager, select the "Connection" tab.
5. Uncheck the "Passive Mode" option.

FTP Clients

For example, FileZilla, CuteFTP or WS-FTP

1. Set FTP clients to use active FTP whenever possible.

If using command-line FTP on a Windows system, first follow the instructions in the Internet Explorer sections.